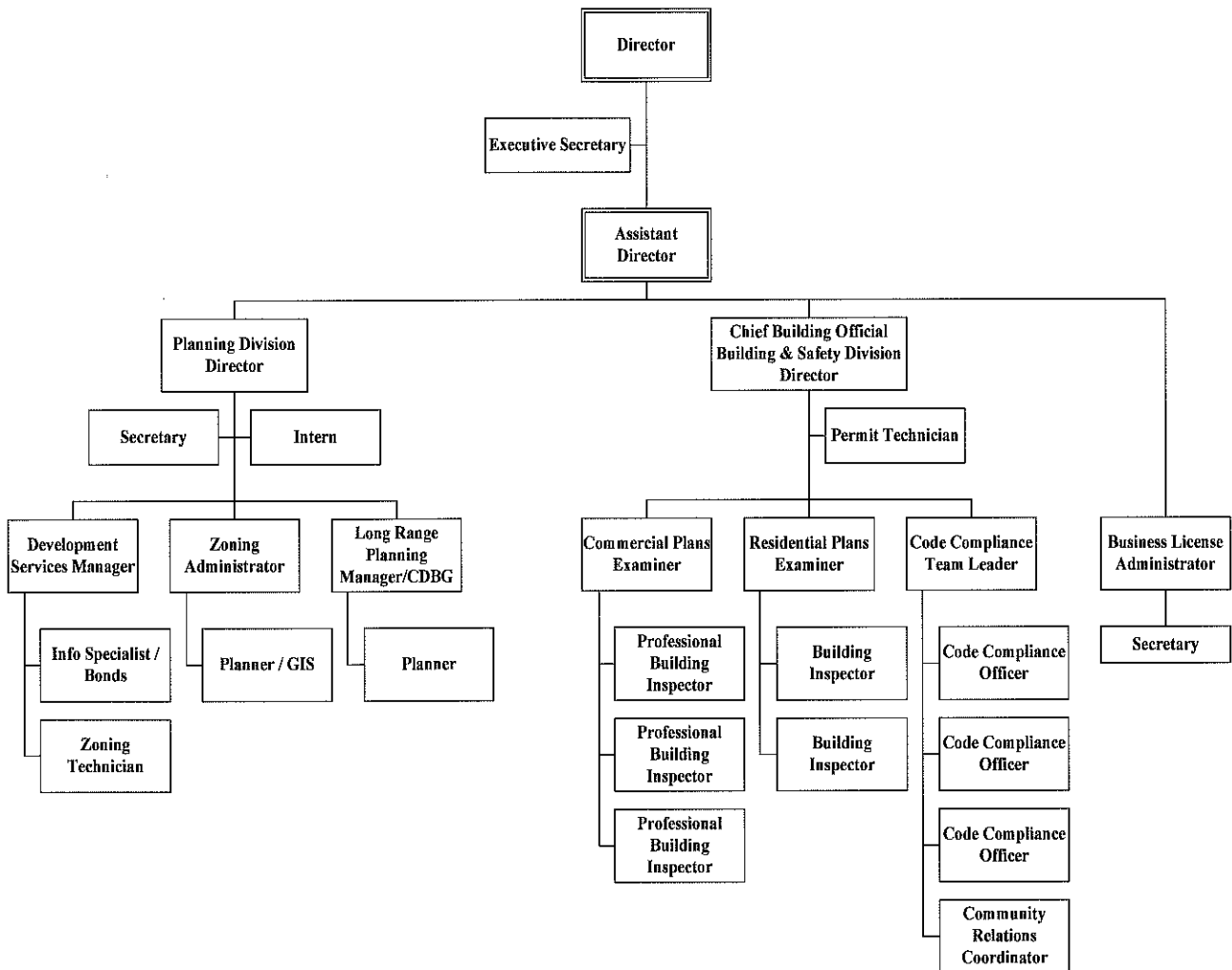


Department Organization

Community Development



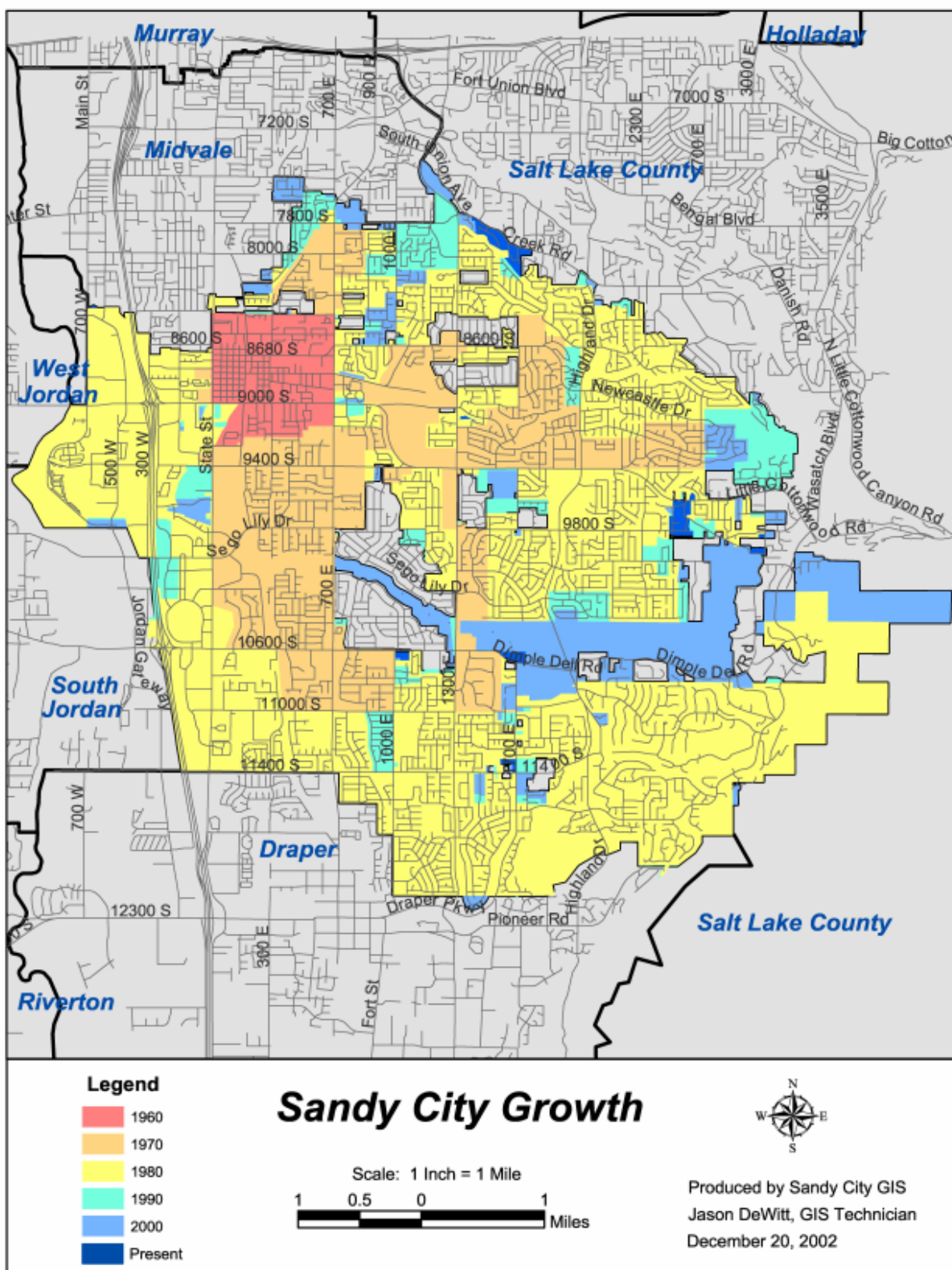
Department Description

The Community Development Department is charged with planning, reviewing, regulating, and approving all facets of land use within Sandy City. Specifically, these functions include planning, building inspections, zoning enforcement, business licensing, Community Development Block Grant (CDBG) administration, and community relations.

Department Mission

In concert with the values and spirit of the community, the Community Development Department is committed to:

- Properly and professionally guide the development of the city.
- Protect and enhance the quality of life for all Sandy citizens.
- Bring about efficient and effective delivery of services.
- Implement technology that will provide accurate data that will assist in making informed decisions.
- Promote community pride and cooperation.



Department Administration:

- Efficiently and effectively administer budget.
- Ensure compliance with procurement, legal, finance, risk management, and other city policies.
- Direct personnel functions: recruitment, benefits, etc.

Direct Department Functions:

- Coordinate Development Review Committee.
- Implement neighborhood preservation programs.
- Amend city codes to provide better standards for development.
- Coordinate with other departments on overall strategic development issues.

Provide Efficient and Effective Delivery of Services:

- Increase website/Internet availability of products and services.
- Revise staffing and procedures to better serve the public.
- Enhance emergency response capabilities - shelter services and rapid assessment.

Continuous Improvement of Staff's Professional Abilities:

- Broaden staff technical and professional abilities through intensive training.
- Encourage staff participation in professional organizations.

Business Licensing - Regulation:

- Revise Business License Code - Title 5.
- Revise alcohol regulation standards.
- Work closely with all regulatory organizations: city, county, and state.
- Develop processes and procedures for enforcement of unlicensed businesses.
- Refine fee and sales tax verification process.
- Standardize and correct addresses in cooperation with finance department.
- Process applications found via sales tax audits in cooperation with finance department.

Business Licensing - Service Delivery:

- Implement electronic filing and payment of business license renewals.
- Utilize technology to expedite licensing process.
- Revise billing forms and information submitted.
- Work to implement on-line renewal payments.
- Include Dept of Agriculture as State contact for license approvals on prescribed establishments.

Five-year Accomplishments

Department Administration:

- Created a cost allocation program for annual review of fees.
- Maintained the lowest Workers Compensation claims of any department in the city.
- Reorganized the department staffing and assignment structure.

Direct Department Functions:

- Completed the TQM process for enhancing the Development Committee's development review processes.
- Completed the Neighborhood Preservation Plan.
- Facilitated the development of seven new homes in Historic Sandy.
- Re-established the Housing Rehabilitation Program.
- Developed new Title 9: Property Maintenance Ordinance.

Provide Efficient and Effective Delivery of Services:

- Implemented the Development Tracking System.
- Developed a new department website.
- Streamlined the development review process.
- Expanded office hours and inspection scheduling to better serve the public.
- Completed reorganization of the Historic Committee.
- Created a "Red Line" Plan Review Committee with developers.
- Created a new inspection scheduling system for more convenience to the public.
- Adopted new development bond regulations.

Continuous Improvement of Staff's Professional Abilities:

- Completed specific technical/professional certification of staff.

Business Licensing - Regulation:

- Revised the home occupation ordinance.
- Revised the SOB ordinance.
- Revised door-to-door solicitor regulations.
- Created coordination with code compliance and the fire department in locating unlicensed businesses and delinquent accounts.
- Implemented new fee structure for real estate companies in accordance with State statute.
- Monitored and regulated ski rental properties in accordance with legal agreements.

Business Licensing - Service Delivery:

- Implemented State one-stop access for business license applications.
- Provided applications, forms, and licensing data on the website.
- Implemented the process for billing license applications received via OneStop.

Performance Measures & Analysis

The following citizen observations of the city are based upon the Dan Jones Survey.

Citizens Survey (Fiscal Year)	2004	2005	2006	2007
Observed major improvement				
Shopping/business growth	17%	12%	N/A	17%
Development	3%	3%	N/A	3%
Cleaner city/beautification	4%	2%	N/A	3%
TRAX/Light-rail	1%	<1%	N/A	2%
Better planning/zoning/master plan	N/A	1%	N/A	1%
Desired major improvement				
Less growth/less crowding	3%	1%	N/A	3%
Less building	1%	2%	N/A	3%
More business/restaurants	3%	N/A	N/A	2%
Better planning/zoning/master plan	N/A	2%	N/A	1%
Cleanup city/junk cars/trash	3%	2%	N/A	1%
Most important issue				
Growth/increased population	29%	20%	N/A	23%
Real Soccer issues	N/A	N/A	N/A	9%
More business/tax base	1%	3%	N/A	3%
Development/over-development	3%	4%	N/A	3%
Planning/zoning/master plan	1%	1%	N/A	1%
Affordable housing	N/A	N/A	N/A	1%
Gravel pit	N/A	8%	N/A	<1%
Maintaining yards/landscaping	N/A	<1%	N/A	N/A
Aesthetic appearance of the city				
Very satisfied	50%	46%	N/A	47%
Somewhat satisfied	47%	48%	N/A	47%
Somewhat dissatisfied	2%	5%	N/A	3%
Very dissatisfied	1%	1%	N/A	2%
Rental housing concerns				
Home/yard maintenance	52%	46%	N/A	43%
Type of people/caliber of people	9%	13%	N/A	20%
More and more rentals coming in	N/A	N/A	N/A	5%
Too many occupants	3%	3%	N/A	4%
Drugs	4%	7%	N/A	4%
Vacancies	7%	5%	N/A	3%
Property values	6%	4%	N/A	3%
Parking	2%	3%	N/A	2%
Noise	0.04	0.03	N/A	1%

Performance Measures & Analysis (cont.) Community Development Admin

Citizens Survey (Fiscal Year)	2004	2005	2006	2007
Dissatisfaction with city response				
Yard clean-up	N/A	N/A	N/A	10%
Code enforcement	N/A	N/A	N/A	5%
Business licensing	N/A	N/A	N/A	3%
Zoning	N/A	N/A	N/A	1%
Building permits	N/A	N/A	N/A	0%
Planning	N/A	N/A	N/A	0%
Measure (Calendar Year)	2004	2005	2006	2007
Business Licenses				
New Licenses Processed	903	949	924	N/A
Licenses Closed	725	872	814	N/A
Current Licenses	5,600	5,181	5,476	N/A

Significant Budget Issues

- 1 Department Reorganization** - Community Services (formerly department 55) was dissolved and combined with Com. Dev. Administration (department 50), Planning (department 51), and Building & Safety (department 52).
- 2 Fee Increases** - Some fees were increased based on a preliminary study conducted in FY 2007.

Budget Information

Department 50	2004 Actual	2005 Actual	2006 Actual	2007 Estimated	2008 Approved
Financing Sources:					
General Taxes & Revenue	\$ 345,256	\$ 343,172	\$ 424,244	\$ 385,856	\$ -
3121 Business Licenses & Permits	-	-	-	-	890,000
Total Financing Sources	\$ 345,256	\$ 343,172	\$ 424,244	\$ 385,856	\$ 890,000
Financing Uses:					
411111 Regular Pay	\$ 220,470	\$ 219,742	\$ 238,233	\$ 243,192	\$ 339,277
411113 Vacation Accrual	-	-	670	1,949	2,041
411211 Variable Benefits	44,037	44,016	48,941	48,330	67,234
411213 Fixed Benefits	20,819	21,170	19,134	20,558	28,210
411214 Retiree Health Benefit	2,887	3,216	2,564	6,020	4,961
41131 Vehicle Allowance	5,103	5,084	5,108	5,677	5,677
41132 Mileage Reimbursement	166	122	211	300	300
41135 Phone Allowance	-	280	482	480	480
4121 Books, Sub. & Memberships	1,692	2,707	2,258	2,300	2,300
41231 Travel	2,781	4,454	6,290	4,000	5,000
41232 Meetings	2,110	1,560	1,182	1,500	1,500
41235 Training	1,667	552	99	1,000	1,500
412400 Office Supplies	14,552	13,695	17,975	16,969	16,969
412440 Computer Supplies	-	285	155	1,893	1,893
412470 Special Programs	2,789	2,343	3,358	2,500	2,500
412511 Equipment O & M	4,480	3,781	3,430	4,000	4,000
412611 Telephone	2,417	3,008	3,308	2,458	3,799
41342 Credit Card Processing	4,461	3,368	5,118	3,500	3,500
413723 UCAN Charges	3,003	2,995	2,748	3,240	3,240
41379 Professional Services	-	-	27,000	-	-
414111 IS Charges	8,899	8,265	12,519	12,141	26,103
41471 Fleet O & M	1,505	993	1,200	1,849	1,052
4174 Equipment	1,418	1,536	7,179	2,000	2,000
43472 Fleet Purchases	-	-	15,082	-	-
Total Financing Uses	\$ 345,256	\$ 343,172	\$ 424,244	\$ 385,856	\$ 523,536

Budget Information (cont.)

Community Development Admin

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2006	FY 2007	FY 2008
Appointed - Category 1:					
Community Development Director	\$ 3,001.60	\$ 4,502.40	1.00	1.00	1.00
Assistant Director*	\$ 2,358.40	\$ 3,537.60	0.79	0.79	0.79
Regular:					
Executive Secretary	\$ 1,145.60	\$ 1,718.40	1.00	1.00	1.00
Business License Administrator	\$ 1,145.60	\$ 1,718.40	0.00	0.00	1.00
Secretary	\$ 925.60	\$ 1,388.40	0.00	0.00	1.00
Total FTEs			2.79	2.79	4.79

*Current incumbent has Regular Employee status. Upon attrition, new hire will have Appointed status.

Fee Information	2004 Approved	2005 Approved	2006 Approved	2007 Approved	2008 Approved
3121 Business License Fees					
Business License Minimum / License	N/A	N/A	N/A	\$20	\$20
Business License Cap / License	\$7,000	\$7,350	\$7,350	\$7,350	\$7,350
*Does not apply to sexually-oriented businesses					
Commercial - Base Fee> \$50,000	\$115	\$120	\$120	\$120	\$120
Commercial - Base Fee< \$50,000	\$70	\$75	\$75	\$75	\$80
Home Occ - Base Fee> \$50,000	\$90	\$90	\$90	\$90	\$90
Home Occ - Base Fee< \$50,000					
New License	\$47	\$50	\$50	\$50	\$60
Existing	\$35	\$50	\$50	\$50	\$50
Temporary/Transient	\$150	\$150	\$150	\$150	\$150
Exposition Center					
Promoter / event up to 30 days	\$175	\$175	\$175	\$175	\$175
Contractors w/o Commercial Office License					
General / yr	\$75	\$80	\$80	\$80	\$90
Sub-Contractors / yr	\$60	\$65	\$65	\$65	\$75
Contractors w/Commercial Office License					
General / yr	N/A	N/A	N/A	N/A	\$70
Sub-Contractors / yr	N/A	N/A	N/A	N/A	\$60
Disproportionate Fees					
Expo Ctr Events / 1,000 attendees / event	\$50	\$50	\$50	\$50	\$50
High Impact Recreational Facility / yr	\$1,575	\$1,654	\$1,654	\$1,654	\$1,654
Hospital/Convalescent Center / yr	\$368	\$386	\$386	\$386	\$386
Pawn Shop / yr	\$200	\$210	\$210	\$210	\$210
Arcade / yr	\$473	\$497	\$497	\$497	\$497
Entertainment/Theater / yr	\$315	\$331	\$331	\$331	\$331
Hotel/Motel / yr	\$525	\$551	\$551	\$551	\$551
Apartments / unit / yr	\$16	\$17	\$17	\$17	\$17
All Temp. Permits (as in #99-41C) / yr	\$250	\$263	\$263	\$263	\$263
Service Station / yr	\$473	\$473	\$473	\$473	\$473
Grocery / yr	\$473	\$473	\$473	\$473	\$473
Bar/Private Club / yr	\$420	\$180	\$180	\$180	\$180
Bowling / yr	\$630	\$400	\$400	\$400	\$400
Sexually Oriented Business / yr	\$368	\$1,000	\$1,000	\$1,000	\$1,000

Budget Information (cont.)
Community Development Admin

Fee Information	2004 Approved	2005 Approved	2006 Approved	2007 Approved	2008 Approved
Disproportionate Alcohol License Fees					
Class A	N/A	\$108	\$108	\$108	\$108
Class B	N/A	\$492	\$492	\$492	\$492
Class D	N/A	\$300	\$300	\$300	\$300
Class E	N/A	\$207	\$207	\$207	\$207
Bar / Private Club	N/A	\$520	\$520	\$520	\$520
Other Miscellaneous Fees					
Per Employee	\$11	\$11	\$11	\$11	\$11
Sexually Oriented Business per					
Performing Employee	N/A	\$300	\$300	\$300	\$300
Sexually Oriented Business per					
Non-performing Employee	N/A	\$100	\$100	\$100	\$100
Duplicate License	\$16	\$20	\$20	\$20	\$20
Initial Application Processing	\$26	\$30	\$30	\$30	\$35
Transfer Fee/Re-inspection/License	\$37	\$40	\$40	\$40	\$40
Alcohol License Application Fee	\$55	\$55	\$55	\$55	\$55
Re-inspection Fee (over 2 inspections)	\$37	\$40	\$40	\$40	\$40
Delinquent/Penalty Rates					
Delinquent - 45 Days / of original bill	25%	25%	25%	25%	25%
Delinquent - 60 Days / of original bill	50%	50%	50%	50%	50%
Open Without a License - Penalty	100%	100%	100%	100%	100%
Bond Requirements					
Temporary/Transient	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Door-to-Door Soliciting	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Coupons/Subscriptions	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Pawn Shop/Pawn Broker	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Auctioneer/Auction House	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Sexually Oriented Businesses	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Alcohol Sales/Consumption	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

Capital Budget	2007 Budgeted	2008 Approved	2009 Planned	2010 Planned	2011 Planned
19012 - Gateways/Beautification Projects - This project funds gateway projects on the city boundaries as well as beautification projects on the I-15 corridor through Sandy.					
41 General Revenue	\$ 46,321	\$ -	\$ -	\$ -	\$ -
19036 - Neighborhood Preservation Initiative - This project funds costs related to the implementation of the city's neighborhood maintenance and preservation plan.					
41 General Revenue	\$ 63,234	\$ -	\$ -	\$ -	\$ -
Total Capital Projects	\$ 109,555	\$ -	\$ -	\$ -	\$ -

Master Plans/General Plans:

- Implement new strategic plans (Sandy Corners, 90th South Gateway, Civic Center Promenade, Neighborhood Maintenance and Preservation, and Historic Sandy Master Plan).
- Prepare redevelopment area master plans.
- Implement a master plan for the soccer stadium.
- Routinely update the city's general plan.

Project Review & Regulation:

- Continue intensity of residential/commercial/industrial site plan approvals and enforcement.
- Continue to adjust and revise the development process as needed.

Project Review & Regulation:

- Coordinate various department reviews on projects effectively and efficiently.

Development Code & Other Regulatory Codes:

- Revise the development code.

Data & Statistics:

- Update the statistical report.
- Provide demographic and other data on the department website.

Development Bond Administration:

- Revise the development bond process.
- Computerize bond inspection coordination.

Five-year Accomplishments

Master Plans/General Plans:

- Adopted the Historic Sandy Master Plan and Neighborhood Maintenance and Preservation.
- Completed streetscape goals and policies.
- Updated the parks and open space element.

Project Review & Regulation:

- Streamlined development project review and site plan review.
- Implemented "Red Line" review committee for developers.
- Adjusted staffing to expedite project review process.
- Increased planning inspection of projects / bond releases.

Development Consistency:

- Implemented TQM findings for the Development Committee.
- Coordinated multi-jurisdictional planning efforts: TRAX / TOD properties and 114th South Interchange.

Development Code & Other Regulatory Codes:

- Completed city architectural design standards.
- Updated residential parking standards.
- Adopted design guidelines for Historic Sandy.
- Updated population forecasts.

Development Bond Administration:

- Dedicated staff for bond administration and implemented a new process for development bond releases.
- Created a database for inspection and bond tracking.
- Adopted new development bond regulations.

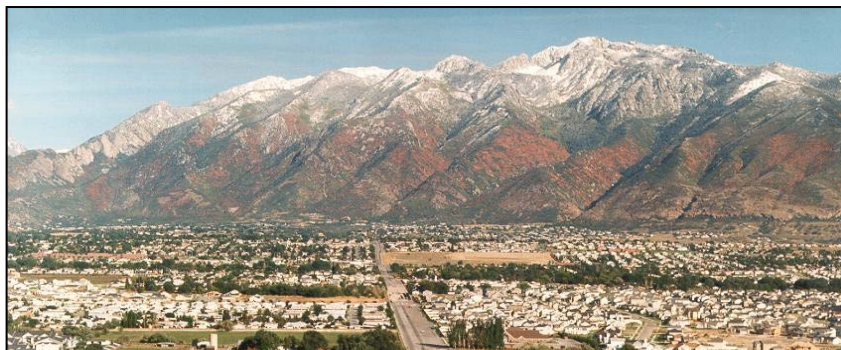
Projects Processed (Calendar Year)	2004	2005	2006	2007
Annexations	7	4	5	N/A
Rezoning	24	17	14	N/A
Code Amendments	25	14	13*	N/A
Site Plan Review	70	85	71	N/A
Subdivisions	45	29	35	N/A
Conditional Use Permits	58	47	70	N/A
General Plan Projects	9	4	5	N/A
General Planning Reviews	418	433	470	N/A
Planning Inspections	123	183	241	N/A
Sign Permits	212	166	208	N/A
Board of Adjustment Cases	14	9	13	N/A
GIS Projects	90	47	51	N/A

* Includes the entire re-write of the Development Code.

Measure (Calendar Year)	2004	2005	2006	2007
Bond Administration				
Total Processed	325	362	381	N/A
Total Value	\$20,620,945	\$21,253,360	\$30,059,509	N/A
Amount Released	\$10,483,676	\$ 9,728,457	\$10,407,648	N/A
Amount Remaining	\$10,137,269	\$11,524,903	\$19,651,861	N/A

Significant Budget Issues

- 1 Department Reorganization** - Community Services (formerly department 55) was dissolved and combined with Com. Dev. Administration (department 50), Planning (department 51), and Building & Safety (department 52).
- 2 Staffing** - A Senior Planner position was converted into a Planner position.
- 3 Fee Schedule Changes** - The Community Development Department annually calculates the cost of providing the various services reflected in the fee schedule. Adjustments were made to bring some fees more in line with other similar services. In general, the fees for basic services cover a smaller proportion of the cost than do the fees for those services that are a special request.



Budget Information

Planning

Department 51	2004 Actual	2005 Actual	2006 Actual	2007 Estimated	2008 Approved
Financing Sources:					
General Taxes & Revenue	\$ 404,662	\$ 241,897	\$ 298,752	\$ 463,959	\$ 469,933
31229 Sign Permits Fees	10,157	11,779	10,547	10,000	13,000
314511 Planning Development Fees	92,223	183,891	180,537	115,000	130,000
314512 Inspection Fees	29,279	60,804	83,195	35,000	45,000
314513 Annexation Fees	1,104	1,617	1,000	-	1,000
314514 Rezoning Fees	4,718	4,272	3,887	3,000	4,300
314515 Other Developmental Fees	6,728	6,618	5,897	5,000	5,000
Total Financing Sources	\$ 548,871	\$ 510,878	\$ 583,815	\$ 631,959	\$ 668,233
Financing Uses:					
411111 Regular Pay	\$ 359,138	\$ 349,345	\$ 390,867	\$ 423,236	\$ 441,287 1
411113 Vacation Accrual	-	-	2,051	1,252	2,727
411121 Seasonal Pay	5,669	2,526	3,178	9,806	10,100
411131 Overtime/Gap	-	-	64	-	-
411211 Variable Benefits	73,802	71,168	81,847	89,768	94,735 1
411213 Fixed Benefits	45,958	41,515	42,178	44,683	51,098 1
411214 Retiree Health Benefit	3,239	3,915	4,318	6,082	5,971
41131 Vehicle Allowance	3,168	3,156	3,156	3,565	3,565
41132 Mileage Reimbursement	406	630	582	500	500
4121 Books, Sub. & Memberships	2,152	1,815	1,701	2,100	2,100
41231 Travel	3,983	3,114	6,682	5,600	5,600
41232 Meetings	1,101	902	867	1,000	1,000
41235 Training	1,464	785	185	700	700
412425 Publications	4,399	4,541	3,551	1,500	1,500
412440 Computer Supplies	-	1,332	1,918	-	-
412611 Telephone	2,846	3,057	2,907	4,299	4,779 1
414111 IS Charges	28,143	21,441	32,311	35,422	36,942 1
41471 Fleet O & M	4,403	1,636	1,000	2,446	2,629
4169 Grants	9,000	-	4,452	-	3,000
Total Financing Uses	\$ 548,871	\$ 510,878	\$ 583,815	\$ 631,959	\$ 668,233

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2006	FY 2007	FY 2008
Regular:					
Planning Director	\$ 2,196.00	\$ 3,294.00	1.00	1.00	1.00
Development Services Manager	\$ 2,045.60	\$ 3,068.40	1.00	1.00	1.00
Zoning Administrator	\$ 2,045.60	\$ 3,068.40	1.00	1.00	1.00
Long Range Planning Manager	\$ 2,045.60	\$ 3,068.40	0.28	0.42	0.42
Senior Planner	\$ 1,904.80	\$ 2,857.20	1.00	1.00	0.00 2
Planner	\$ 1,390.40	\$ 2,085.60	1.00	1.00	2.00 2
Information Specialist	\$ 1,145.60	\$ 1,718.40	0.00	0.00	0.67 1
Zoning Technician	\$ 1,145.60	\$ 1,718.40	1.00	1.00	1.00
Secretary	\$ 925.60	\$ 1,388.40	1.00	1.00	1.00
Seasonal:					
Undergraduate Intern	\$ 9.36	\$ 12.77	0.45	0.45	0.45
Total FTEs			7.73	7.87	8.54

Budget Information (cont.)

Planning

Fee Information	2004 Approved	2005 Approved	2006 Approved	2007 Approved	2008 Approved
314511 PLANNING DEVELOPMENT FEES					
Residential Review Fees					
Pre-Development Fee					
Residential / unit	\$32	\$32	\$32	\$32	\$40
Residential - Sensitive Lands / unit	\$48	\$48	\$48	\$48	\$60
Residential Development Fees					
Single-Duplex Dwelling Unit /unit	\$284	\$284	\$284	\$300	\$300
Hillside Subdivision / unit	\$315	\$315	\$350	\$375	\$375
P.U.D. Phasing Plan - 1st	\$63	\$63	\$63	\$63	\$70
P.U.D. Phasing Plan - Additional	\$32	\$32	\$32	\$32	\$40
Subdivision Plat Amendment	\$63	\$63	\$63	\$80	\$80
Subdivision Appeal	\$73	\$73	\$73	\$73	\$73
Condominium Conversion Fees					
Base Fee	\$173	\$173	\$173	\$173	\$173
Per Unit Fee	\$58	\$58	\$58	\$58	\$58
Commercial/Industrial/Multi-Family Review Fees					
Pre-Development Fee					
% of total site plan review fee	25%	25%	25%	25%	25%
Full Site Plan Review					
0 to 5 acres / acre	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440
5.1 to 10 acres					
Base	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
+ Per acre	\$560	\$560	\$560	\$560	\$560
10.1 to 50 Acres					
Base	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
+ Per acre	\$63	\$63	\$63	\$63	\$63
Modified Site Plan Review					
Per acre @ 20% per dept. up to 100%	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440
Site Plan Review Appeal	\$73	\$73	\$73	\$73	\$73
Commercial Development Inspection Fees					
Full Site Plan review / acre	\$457	\$457	\$457	\$457	\$457
MSPR / acre @ 20% / dept up to 100%	\$457	\$457	\$457	\$457	\$457
Cemetery - Burial Plot Area Only (5 acres)	N/A	\$200	\$200	\$200	\$200
314512 INSPECTION FEES					
Residential Development Inspection Fees					
Single Family Units/Duplexes / unit	\$147	\$147	\$147	\$147	\$147
Commercial Development Inspection Fees					
Full Site Plan review / acre	\$457	\$457	\$457	\$457	\$457
MSPR / acre @ 20% / dept up to 100%	\$457	\$457	\$457	\$457	\$457
Cemetery - Burial Plot Area Only (5 acres)	N/A	\$60	\$60	\$60	\$60
314514 REZONING FEES	\$368	\$425	\$425	\$425	\$450
314515 OTHER DEVELOPMENT FEES					
Annexation Fee	\$368	\$442	\$500	\$500	\$500
Board of Adjustment Fees	\$220	\$264	\$265	\$275	\$275
Code Amendment Fee	\$315	\$378	\$380	\$380	\$380
General Land Use Plan Amendment	\$315	\$378	\$380	\$380	\$380

3

Budget Information (cont.)

Planning

Fee Information	2004 Approved	2005 Approved	2006 Approved	2007 Approved	2008 Approved
Planning Building Permit Sub-Check Fee	\$21	\$22	\$22	\$22	\$30
Re-Application Fee (When noticed item is pulled from agenda by applicant)					
Board of Adjustment of original fee	50%	50%	50%	50%	50%
Conditional Use of original fee	50%	50%	50%	50%	50%
Subdivision, Site Plan Review, Annexation, Rezoning, etc.	\$63	\$63	\$63	\$80	\$80
Re-Inspection Fees					
Lot	\$42	\$42	\$42	\$42	\$42
Subdivision	\$173	\$173	\$173	\$173	\$173
Street Vacation Review By Planning Commission	\$32	\$150	\$150	\$175	\$175
Conditional Use Permit Fees					
Site Plan Review	\$78	\$100	\$100	\$125	\$125
No Site Plan Review	\$53	\$75	\$75	\$75	\$75
Appeal of Conditional Use Conditions	1/2 original	1/2 original	1/2 original	1/2 original	1/2 original
Dedication Plat To Planning Commission	\$32	\$32	\$32	\$32	\$32
Demolition Fee	\$26	\$26	\$26	\$26	\$26
Temporary Use Permit	\$26	\$26	\$26	\$30	\$30
Wireless Telecom Review					
Permitted	\$53	\$100	\$100	\$100	\$100
Tech. Exception	\$78	\$250	\$250	\$250	\$250
Home Rebuild Letter	N/A	\$10	\$10	\$30	\$30
Lot Line Adjustment	N/A	\$10	\$10	\$30	\$30
Address Change	N/A	\$40	\$40	\$40	\$40
Street Renaming	N/A	\$100	\$125	\$125	\$125
31229 SIGN PERMIT FEES					
Valuation of sign \$1 to \$500	\$26	\$26	\$30	\$30	\$30
Valuation of sign \$501 to \$2,000					
Fee for first \$500	\$25	\$25	\$25	\$25	\$25
Additional Fee for each \$100 of Val. between \$501 & \$2,000	\$2	\$2	\$2	\$2	\$5
Valuation of sign \$2,001 to \$25,000					
Fee for first \$2,000	\$55	\$55	\$55	\$55	\$55
Additional Fee for each \$1,000 of Val. between \$2,001 & \$25,000	\$9	\$9	\$9	\$9	\$10
Valuation of sign \$25,001 to \$50,000					
Fee for first \$25,000	\$275	\$275	\$275	\$275	\$275
Additional Fee for each \$1,000 of Val. between \$25,001 & \$50,000	\$7	\$7	\$7	\$7	\$10
Valuation of sign \$50,000 and up					
Fee for first \$50,000	\$450	\$450	\$450	\$450	\$450
Additional Fee for each \$1,000 of Valuation above \$50,000	\$5	\$5	\$5	\$5	\$5
Temporary Sign / 7 day period	\$20	\$20	\$20	\$20	\$25
Signs Installed Without Permits (or double the applicable permit fee)	\$110	\$200	\$200	\$200	\$200
Sign Review by Planning Commission	\$32	\$35	\$40	\$45	\$55
Sign Appeal by Planning Commission	\$26	\$26	\$30	\$40	\$40
Sign Tag Fee / sign permit issued	\$2	\$2	\$2	\$2	\$2

Ensure Compliance of all Construction According to Building Codes:

- Educate contractors on new ICC Codes.
- Ensure that all inspectors are 4-way certified under ICC.
- Perform engineering peer review on all complicated structures.

Neighborhood Preservation - Code Compliance:

- Increase effectiveness and community outreach services.
- Implement Neighborhood Preservation goals.
- Add additional Code Compliance staff (bringing the total to 5 FTE as per the Neighborhood Preservation Plan).

Five-year Accomplishments

Ensure Compliance of all Construction According to Building Codes:

- Developed contractor education seminars.
- Participated on National Boards for Code and Product approvals.
- Coordinated with the State Legislature on State Building Code bills.
- Certified all inspectors under new International Code Council codes (ICC).
- Added an additional certified building inspector to assist with work volume.

Neighborhood Preservation - Code Compliance:

- Computerized Code Compliance including wireless field access.
- Revised Code Compliance staffing structure.
- Developed new Code Compliance policies and procedures.
- Started regular meetings with Neighborhood Coordinators on Code Compliance issues.
- Added an additional code compliance officer (4 total) as provided for in the Neighborhood Plan.

Performance Measures & Analysis

Measure (Calendar Year)	2004	2005	2006
Building Inspection			
Permits Issued	1,441	1,444	1,869
Inspections Completed	9,441	8,461	11,878
Code Enforcement			
Code Enforcement Cases	4,712	3,365	4,052
Property Liens	20	28	11

Significant Budget Issues

- 1 Department Reorganization** - Community Services (formerly department 55) was dissolved and combined with Com. Dev. Administration (department 50), Planning (department 51), and Building & Safety (department 52).
- 2 Fleet** - This will cover the replacement of one vehicle and the purchase of a new vehicle as well as the additional O&M costs.

Budget Information

Building & Safety

Department 52	2004 Actual	2005 Actual	2006 Actual	2007 Estimated	2008 Approved
Financing Sources:					
3122 Building Permit Fees	\$ 964,485	\$ 1,146,388	\$ 1,652,132	\$ 1,147,400	\$ 1,259,500
Total Financing Sources	\$ 964,485	\$ 1,146,388	\$ 1,652,132	\$ 1,147,400	\$ 1,259,500
Financing Uses:					
411111 Regular Pay	\$ 483,061	\$ 490,260	\$ 541,032	\$ 590,870	\$ 669,164 1
411113 Vacation Accrual	-	6,989	984	388	4,051
411211 Variable Benefits	100,465	103,201	115,929	126,910	143,266 1
411213 Fixed Benefits	63,795	66,123	64,068	78,503	81,825 1
411214 Retiree Health Benefit	2,335	1,960	2,393	2,438	3,179 1
41131 Vehicle Allowance	6,578	6,553	6,553	7,369	7,369
41132 Mileage Reimbursement	-	43	-	-	-
4121 Books, Sub. & Memberships	2,875	3,094	3,764	3,300	3,300
41231 Travel	7,813	5,210	6,225	7,000	9,200
41232 Meetings	82	101	211	300	300
41235 Training	1,138	1,265	160	1,500	2,000
412440 Computer Supplies	-	330	155	-	-
412450 Uniforms	1,989	2,084	1,981	2,100	2,700
412611 Telephone	7,540	9,963	9,829	9,443	10,016 1
414111 IS Charges	17,738	23,311	27,681	28,022	31,673 1
41471 Fleet O & M	12,414	10,328	12,995	17,613	23,273 2
4174 Equipment	-	36,489	5,179	-	-
43472 Fleet Purchases	17,953	-	15,467	15,000	28,800 2
Total Financing Uses	\$ 725,776	\$ 767,304	\$ 814,606	\$ 890,756	\$ 1,020,116

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2006	FY 2007	FY 2008
Regular:					
Chief Building Official	\$ 2,196.00	\$ 3,294.00	1.00	1.00	1.00
Plans Examiner	\$ 1,556.80	\$ 2,335.20	2.00	2.00	2.00
Code Enforcement Team Leader	\$ 1,319.20	\$ 1,978.80	1.00	1.00	1.00
Professional Building Inspector	\$ 1,319.20	\$ 1,978.80	2.00	3.00	3.00
Building / Code Compliance	\$ 1,145.60	\$ 1,718.40	4.00	4.00	4.00
Permit Technician	\$ 1,068.00	\$ 1,602.00	1.00	1.00	1.00
Community Relations Coordinator	\$ 992.80	\$ 1,489.20	0.00	0.00	0.90 1
Total FTEs			11.00	12.00	12.90

Budget Information (cont.)**Building & Safety**

Fee Information	2004 Approved	2005 Approved	2006 Approved	2007 Approved	2008 Approved
3122 BUILDING PERMIT FEES					
Per IBC Building Standards Valuation Tables & Sandy City Ordinances	3.5% Increase	3.5% Increase	Per IBC Table	Per IBC Table	Per IBC Table
Building Permit Renewal	\$38	\$38	\$38	\$38	\$38
Other Inspections, No Specific Fee Noted	N/A	\$52	\$52	\$52	\$52
Property Maintenance Fees					
Property Abatement - Admin Fee	\$100	\$100	\$100	\$100	\$100
Vehicle Restoration Permit Extension	N/A	N/A	\$25	\$25	\$25
Inspection Bonds					
Power to Panel Bond - Single Lot	N/A	N/A	\$500	\$500	\$500
Power to Panel Bond - Multiple Lots	N/A	N/A	\$1,000	\$1,000	\$1,000
Permit Violation Bond	N/A	N/A	\$1,000	\$1,000	\$1,000
Temporary Certificate of Occ. Bond	N/A	N/A	1.5X Value	1.5X Value	1.5X Value
Forfeiture Penalty Bond	N/A	N/A	2X Value	2X Value	2X Value

Significant Budget Issues**Boards & Commissions**

- 1** **Miscellaneous Services** - This increase is to compensate the planning commission members and board of adjustment members.

Budget Information

Department 53	2004 Actual	2005 Actual	2006 Actual	2007 Estimated	2008 Approved
Financing Sources:					
General Taxes & Revenue	\$ 17,148	\$ 16,504	\$ 17,230	\$ 22,700	\$ 31,070
Total Financing Sources	\$ 17,148	\$ 16,504	\$ 17,230	\$ 22,700	\$ 31,070
Financing Uses:					
4121 Books, Sub. & Memberships	\$ 1,755	\$ 730	\$ 746	\$ 1,200	\$ 1,200
41231 Travel	-	1,875	2,219	2,100	2,100
41232 Meetings	5,710	5,286	4,715	5,500	5,500
41235 Training	85	335	55	400	400
41236 Committees and Councils	1,688	438	1,710	2,500	2,500
41389 Miscellaneous Services	7,910	7,840	7,785	11,000	19,370
Total Financing Uses	\$ 17,148	\$ 16,504	\$ 17,230	\$ 22,700	\$ 31,070

Significant Budget Issues**Community Services**

This department was dissolved and combined with Community Development Administration (department 50), Planning (department 51), and Building & Safety (department 52).

Budget Information

Department 55	2004 Actual	2005 Actual	2006 Actual	2007 Estimated	2008 Approved
Financing Sources:					
3121 Business Licenses & Permits	\$ 689,484	\$ 768,170	\$ 817,425	\$ 825,000	\$ -
Total Financing Sources	\$ 689,484	\$ 768,170	\$ 817,425	\$ 825,000	\$ -
Financing Uses:					
411111 Regular Pay	\$ 126,381	\$ 127,682	\$ 138,782	\$ 143,977	\$ -
411113 Vacation Accrual	-	-	1,673	501	-
411211 Variable Benefits	25,340	25,218	28,361	29,445	-
411213 Fixed Benefits	18,466	15,415	13,053	13,841	-
411214 Retiree Health Benefit	140	-	-	207	-
41132 Mileage Reimbursement	224	9	99	200	-
41231 Travel	600	138	1,567	1,000	-
41232 Meetings	-	-	-	-	-
41235 Training	-	-	160	500	-
412611 Telephone	1,749	2,008	1,118	1,777	-
414111 IS Charges	11,867	11,021	11,014	13,148	-
Total Financing Uses	\$ 184,767	\$ 181,491	\$ 195,827	\$ 204,596	\$ -

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2006	FY 2007	FY 2008
Regular:					
Information Specialist	\$ 1,145.60	\$ 1,718.40	0.67	0.67	0.00
Business License Administrator	\$ 1,145.60	\$ 1,718.40	1.00	1.00	0.00
Community Relations Coordinator	\$ 992.80	\$ 1,489.20	0.90	0.90	0.00
Secretary	\$ 925.60	\$ 1,388.40	1.00	1.00	0.00
Total FTEs			3.57	3.57	0.00

Overview

Each year Sandy City receives Community Development Block Grant or CDBG funds from the U.S. Department of Housing and Urban Development. The purpose of the CDBG program is to help in developing viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.

To be eligible to receive CDBG funds, the project must meet one of three national objectives:

1. Low and Moderate Income Benefit. This means that a majority of the citizens benefiting from the proposed project must fall within the low and moderate income category, as defined by the Dept. of Housing and Urban Development. The city has available a Census Bureau map identifying areas that meet the low-moderate income criteria.

2. Aid in the Prevention or Elimination of Slums or Blight. The proposed project area must meet criteria that would cause it to be designated a slum or blighted area. The criteria for this determination are available upon request.

3. Urgent Health and Welfare Need. This objective is met only by situations with a demonstrable immediate threat to health and welfare that is catastrophic in nature.

There is a broad range of activities or projects eligible for funding under the CDBG program to meet any one of the national objectives. Eligible projects include public improvements, public services, and housing-related projects for low/moderate income persons.

Administration:

- Maintain top performance of program under HUD guidelines.
- Observe all HUD regulations under CFR 24.
- Maintain administration funding commensurate with annual entitlement grant.
- Continue to work with CDBG Committee to improve knowledge and review capabilities.
- Increase public awareness of the CDBG Program.

Low and Moderate Income Benefit:

- Maintain above 70% of funding to benefit those of low or moderate income.

Public Improvements:

- Provide infrastructure funding to assist with affordable housing needs.

Public Services:

- Maintain service levels in spite of declining funding levels.
- Evaluate programs to provide the best dollar/person benefit.

Historic Sandy:

- Implement Historic Sandy master plan.
- Create Historic Sandy elderly housing rehabilitation projects.
- Provide infrastructure funding to assist with affordable housing needs.

Administration:

- CDBG Program recognized to be in the top 10 in the nation.
- Completed the 2005 Consolidated Plan.
- Maintained administration under the mandatory 20% cap.
- Maintained administration levels with no increase out of entitlement.
- Operated the CDBG program within federal guidelines with no findings.

Low and Moderate Income Benefit:

- Purchased three housing units for use as transitional housing for the homeless.
- Created Housing Rehabilitation and Downpayment Assistance programs.
- Funded projects that assist low and moderate income households.

Prevention of Slum and Blight:

- Funded various city and county-wide programs to remove blighted conditions.

Public Improvements:

- Completed the following projects - 300 East reconstruction, Historic Sandy Police Sub-station rehabilitation, 150 East street improvements, Neighborhood Watch signs, Senior Center ADA improvements, 8680 South street improvements, Center Street Park development, and Sandy Station Park improvements.
- Completed sidewalk and pedestrian safety improvements.

Public Services:

- Maintained public services under the mandatory 15% cap.
- Diversified funding to subrecipients to provide greater service levels.

Performance Measures & Analysis

Administration:

- Operated under the mandatory 20% cap.
- Maintained <1.5X expenditure vs. entitlement grant balances.
- Maintained administration budget percentage versus grant amount.

Low and Moderate Income Benefit:

- Benefited 40,281 low and moderate income persons from CDBG funding (2005).

Public Improvements:

- Increased funding for improvements for Historic Sandy.

Public Services - Housing Projects:

- Funded public services under the mandatory 15% cap.
- Assisted 2,206 homeless persons.
- Funded 12 non-profit public service programs.
- Completed 100 housing units rehabilitations and emergency home repairs.
- Funded 2 small/minority owned businesses with CDBG Micro Enterprise funding.

Significant Budget Issues

No significant budget issues.

Budget Information

Fund 23 - CDBG Operations

Department 54	2004 Actual	2005 Actual	2006 Actual	2007 Estimated	2008 Approved
Financing Sources:					
313101 CD Block Grant	\$ 539,873	\$ 449,066	\$ 487,410	\$ 592,553	\$ 553,057
Total Financing Sources	\$ 539,873	\$ 449,066	\$ 487,410	\$ 592,553	\$ 553,057
Financing Uses:					
4100 Administration	\$ 85,227	\$ 78,034	\$ 85,939	\$ 80,227	\$ 73,478
412470 Special Programs					
23002 Emergency Home Repair	30,530	29,554	34,229	28,749	30,000
23004 Historic Community Officer	5,000	5,000	-	-	-
23005 The Road Home	17,400	14,164	15,400	15,400	14,950
23008 Legal Aid Society of S. L.	12,000	10,433	7,472	16,045	7,482
23009 Senior/Handicapped Home Imp	5,060	6,113	5,000	5,000	6,500
23010 South County Food Pantry	4,000	4,200	4,200	4,200	4,050
23011 Utah Food Bank	8,000	7,440	8,000	8,060	7,850
23013 South Valley Sanctuary	10,921	7,500	11,723	9,719	7,350
23014 Comprehensive Housing	2,000	3,000	3,000	3,000	3,850
23033 Utah Micro Enterprise Loan	6,000	-	4,000	-	-
23037 YWCA Women's Shelter	4,297	5,298	6,022	5,383	4,850
23038 Family Support Center	3,375	6,125	4,750	4,000	4,850
23041 Community Legal Center	-	-	2,000	-	-
23042 VISIONS	2,174	518	5,800	4,914	1,850
23043 Blight Prevention	-	-	-	14,872	-
23044 Transitnl House Fence Repair	-	-	-	2,500	-
23045 Code Enforcement Officer	-	28,567	30,734	23,863	-
23046 Community Health Center	-	-	3,828	2,308	2,350
23047 Transitional Housing Maint.	6,000	4,937	4,063	3,199	5,000
23051 Big Brothers Big Sisters	-	-	-	-	1,800
41323 Construction Contracts	103,053	-	-	-	-
23036 Sidewalk Repair	-	-	15,250	34,750	-
23049 Historic Sandy Infrastructure	-	-	-	65,672	141,827
23999 Miscellaneous Projects	-	-	-	22,416	-
44131 Transfer to Debt Service	234,836	238,183	235,999	238,276	235,020
Total Financing Uses	\$ 539,873	\$ 449,066	\$ 487,410	\$ 592,553	\$ 553,057
Excess (Deficiency) of Financing Sources over Financing Uses	-	-	-	-	-

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2006	FY 2007	FY 2008
Appointed - Category 3:					
Code Compliance Officer	\$ 1,145.60	\$ 1,718.40	1.00	0.00	0.00
Regular:					
Long Range Planning Manager	\$ 2,045.60	\$ 3,068.40	0.72	0.58	0.58
Community Relations Coordinator	\$ 992.80	\$ 1,489.20	0.10	0.10	0.10
Total FTEs			1.82	0.68	0.68

